

## Who we are and what we do:

Our mission is to bring together and leverage programs, resources, and organizations to protect and ensure the quality of life and independence of older Tennesseans and adults with disabilities.

<https://www.tn.gov/aging.html>

[TN State Government Careers](#)



## Executive Administrative Assistant 2

Tennessee Commission on Aging and Disability

State of Tennessee

The Commission on Aging and Disability is seeking to fill a new position: Executive Administrative Assistant. The position will provide executive level administrative support and internal office management. The position is located in Nashville. The Commission is responsible for administering federal and state funding for a variety of aging services including: advocacy, in-home services, caregiver services, nutrition services, legal assistance, elder abuse services, Medicare counseling, information and assistance, and other community services.

### Key Responsibilities:

- Serve as the office manager for the agency;
- Schedules, arranges, and organizes all meetings on behalf of the Executive Director;
- Takes minutes of official meetings;
- Maintains official documents;
- Prepares and sends official correspondence related to Legislative studies and other State departments;
- Develops and implements project management system for coordinating and tracking internal office priorities;
- Provides leadership in identifying and eliminating barriers and inefficiencies;
- Communicates comfortably with managers about priority tasks and timelines;
- Organizes and maintains all official electronic and paper records for the agency to ensure compliance with Records Retention requirements.

### Minimum Qualifications:

Bachelor's Degree with a minimum of three years experience as an Executive Assistant or office manager.

### Required Experience:

Must possess advanced computer skills with experience in WORD, creating excel spreadsheets, and PowerPoint; high level skills in office organization and management; and excellent writing skills.

### To apply:

Please submit your resume to [Kathy.Zamata@tn.gov](mailto:Kathy.Zamata@tn.gov) by December 21, 2018.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*